



News to Use

March/April 2008

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Dear Colleagues

Congratulations Adult Educators!

The \$1.5 million for Adult Education was restored in the conference budget for both years of the next biennium!!

Rumors were out last week about the budget negotiated by the Conference Committee of the House and Senate. I am sure the rumors reached you, too. Now that it is in writing, I want to share the good news.

As the clock ticked down to the last minutes of the Conference Committee budget negotiation, the Senate, which had not proposed an increase for Adult Education, concurred with the House recommendation which reduced our cut by \$1.5 million in each year of the next biennium. This achievement is due to the fact that our legislators know the essential importance of Adult Education to the Commonwealth of Kentucky and its future.

They are well informed because of the persistent efforts of so many people who care about our students: KAACE leaders and President Julie Scoskie; all of you who attended the legislative lunch and followed up with your legislators; KYAE which communicated repeatedly with all legislators; everyone who mailed so many postcards, including our students; the great number of you who responded to the request to place phone calls to legislators during the conference session; all of you who made personal contact with legislators (and friends and family who knew legislators); Brad Cowgill, Lee Nimocks and Ron Carson of the CPE who never gave up talking about the value of investing in Adult Education, and so many more. It was truly a tremendous grass roots effort that was strongly supported at the state level...a sure partnership for success.

This is not the end of the budget process, of course. There are veto days left and the Governor's agreement must be secured. We all know from the news that he remains concerned about having the revenue to support this budget. But this is a very hopeful and important step in getting back some of the Adult

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Education funds that had been proposed to be cut earlier in the session. We still have been cut three percent in the current year (\$800,800) which KYAE absorbed rather than passing it on to local programs. With the reduced cut in the conference budget, we face a total reduction of six percent for FY 2008-2009 and FY2009-2010. This is much better than the early proposal of a 12 percent reduction.

Many, many thanks to each and every one of you and the students, family and friends who stood up for Adult Education in a time of need.

We have a great mission that is carried out by great and dedicated people.

Sincerely,

Sarah Hindman Hawker

Current-year budgets

We always have the responsibility of good stewardship of public money, but in the current budget climate, it's more important than ever to think twice, even three times, about expenditure of funds. At the state level, among other cost-cutting measures, state agencies have been asked to greatly limit out-of-state travel and to question all types of travel to determine the necessity of every trip. When out-of-state travel is determined to be essential, we've been asked to limit the number of people attending any one meeting or conference. KYAE is asking providers to do the same at the local level, especially when determining attendance at out-of-state conferences for the rest of this year.

If you haven't completed your program's supply and materials purchases for this fiscal year, you may want to do that now. Such items would include assessment materials, workbooks, instructional aids, classroom supplies, books, etc. If you have questions about appropriate purchases, please contact Terry Pruitt at (502) 573-1555, ext. 247, or Terry.Pruitt@ky.gov.

Now's the time to complete PD

This is the time of year to make sure all of your [PD requirements](#) have been completed for the year. Please be sure to:

- Finish any online course.
- Logon to [PDtrack](#) and check PD history for accuracy. Notify KYAE if something needs correcting.
- Complete any outstanding SDAs and have supervisors give you credit. Make sure you have the appropriate SDA documentation in your file. If you're not sure what kind of documents you need, go to <http://kyae.ky.gov/educators/pd.htm> and click on Guidance for Self-Directed Activities.
- Be sure you have fulfilled the PD requirements (A minimum of 8 PDUs for full-time staff and 2 PDUs for part-time staff).
- If you need to earn additional PDUs, please consult the calendar on [PDtrack](#) for upcoming workshops. You may want to consider new online courses offered by ProLiteracy as listed below. Programs may use KYAE PD funding to pay for the ProLiteracy courses.

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Young Adult Education: Program Design

(May 5 - May 23)

Topic Area: Serving Young Adults

Managing the Multilevel ESL Classroom

(May 12 - June 13)

Topic Area: ESL Instruction

Course descriptions and registration are available by [clicking here](#). Participation is limited, so register early if you are interested. For more information, call (315) 422-9121 ext. 283 or e-mail prodev@proliteracy.org.

Program planning PD opportunity

There is still time to register for Program Planning in Adult Education: Bringing It All Together, scheduled for April 17 at Elizabethtown Community and Technical College. This three-hour session will help program planners become more effective in developing programs for adult students. Participants will build their skills using a systems approach and elements of the Interactive Model.

Instructors are Dr. Jim Canipe, associate professor of Adult and Higher Education at Morehead State University, and S.J. Brennan, lead instructor in the Letcher County Adult Education Program. For additional information, go to [PDtrack](#).

***PDConnection* spring edition**

“Out of the Box and into a New Framework” is the theme of the latest [PDConnection newsletter](#).

Topics include assistive technology, PowerPath screenings for learning difficulties, testing accommodations, teaching challenges and student success stories. Adult educators are encouraged to read and use this quality resource!

Family literacy clarification

KYAE providers should be aware that family literacy must be offered as a four-component program – adult education, PACT, parenting and children’s education. This requirement is outlined in the [KYAE Policy and Procedure Manual](#), p. 5, and the [New Framework for Adult Education](#), p. 8.

In some counties, judges frequently require defendants to attend parenting classes as part of their sentence. Please note that providers may not use KYAE funding to offer stand-alone parenting classes. For a student, even a court-ordered student, to take KYAE-funded parenting classes, the student must be eligible for adult education services and must participate in all four components of family literacy.

If judges in your county are ordering students into parenting classes, it is advisable to meet with them and help identify other programs and sources of stand-alone parenting education in your county.

Apply for Byrd Scholarships now

Kentuckians who have taken the GED since July 2007 and achieved at least a 2700 composite score may apply for a Robert C. Byrd Honors Scholarship before June 30, 2008. The scholarships, up to \$1,500 a year for four years of college, are administered by the Kentucky Higher Education Assistance Authority (KHEAA).

GED graduates may apply through Zip Access at www.kheaa.com. To apply, sign in to Zip Access with your user ID and password. Those who have not used Zip Access before should register to create a user ID and password. Interested GED graduates should apply as soon as possible because adult education counselors must certify applicants for consideration by June 30.

The Byrd Scholarship is named for longtime U.S. Sen. Robert C. Byrd of West Virginia, who authored the legislation establishing the program in 1985. Kentucky receives funding to award 90 scholarships to high school seniors and GED graduates each year, 15 from each of the state's six congressional districts. GED graduates are chosen by an independent panel, based on GED score and adult education counselor recommendation. For more information about Byrd Scholarships, call Beth Lane at (800) 928-8926, ext. 6-7229.

Financial aid tips

Three *Zip* features at www.kheaa.com provide important information that Kentucky students need to help them learn about and apply for student financial aid. *Zip Access*, *Zip Decision* and *Zip Answer* are unique features available only on the Web site of the Kentucky Higher Education Assistance Authority (KHEAA).

Zip Access allows students to apply for the Robert C. Byrd Honors Scholarship (see above), KHEAA Teacher Scholarship and Early Childhood Development Scholarship and check the status of federal student loans guaranteed by KHEAA. The sign-in function for *Zip Access* is at the top of the KHEAA home page.

Zip Decision is a helpful online resource if applying for a Federal PLUS Loan. Using *Zip Decision*, Kentuckians may get immediate pre-approval for a loan originated through KHEAA. The credit decision is valid for 120 days.

Zip Answer provides answers to hundreds of questions about state and federal student aid. Users may choose a topic or type a word or phrase into a search box. By choosing KEES as a topic, *Zip Answer* will bring up 44 of the most commonly asked questions and answers about KEES.

The sign-in functions for *Zip Decision* and *Zip Answer* are on the right-hand side of the KHEAA home page.

Visit www.kheaa.com to check out *Zip Access*, *Zip Decision* and *Zip Answer*. For more information on how to plan and prepare for higher education, visit www.GoHigherKY.org. For more information about student loans, visit www.studentloanpeople.com.

“College for a Day”

Morehead State University is sponsoring a “College for a Day” event at the Morgan County center in West Liberty on April 23 to encourage adults to enroll in postsecondary education. Morgan County Adult Education Program Director Jonell Tobin is inviting adult education students from the area to attend. Lunch will be provided. For more information or to register your students, contact Sherry Fannin at sj.fannin@moreheadstate.edu or (606) 743-1500. Registration is necessary to ensure an accurate lunch count.

Phonemic awareness resources for all ages

“Phonemic Awareness” is the theme of the February 2008 *LitNotes* produced by the Kentucky Institute for Family Literacy. In the new issue, you will find rich resources for working with adults and children birth through high school. The series of monthly *LitNotes* provides excellent reading resources useful for students of all ages and in both adult education and family literacy settings. Past issues have focused on comprehension, vocabulary and building strong readers.

Check out the February issue and past editions by [clicking here](#). Enter a drawing for a literacy resource for your program by taking the survey on the last page of the newsletter.

Important changes to BEST scores

The Center for Applied Linguistics (CAL) has informed KYAE that score ranges for the BEST Literacy assessment have been realigned to educational levels within the National Reporting System (NRS). Beginning July 1, 2008, these changes will affect the NRS level of students enrolled and post-tested on the BEST assessment. Please [click here](#) to read information from CAL about this issue. Effective July 1, 2008, KYAE will revise its assessment policy and AERIN based on these changes.

Dates to remember

The following are important dates for program directors to keep in mind. Citations are from the KYAE contract.

10th of each month	Invoices and student/program data due JRA attendance records due to local DCBS
March 31, 2008	Agency single audit report due (Section II. E. Audit)
April 30, 2008	Latest date to submit budget reallocation or amendment request for FY08 (Section II. K. Extensions/ Amendments)
June 13, 2008	Final year-end invoice due (Section II. F. Method of Payment)
August 29, 2008	Inventory reports due 1) A comprehensive INV1 report of all non-consumable items purchased with KYAE funds since previous RFP: July 1, 2002, for most counties 2) A separate INV1 report for JRA non-consumable inventory (Scope of Work, Section B. Reporting)
August 29, 2008	Final reconciliation report KYAE-10 and, if applicable, refund check due (Scope of Work, Section B. Reporting)
Ten days after occurrence	Report staff changes on an updated Personnel Worksheet (Scope of Work, Section A. Program Design and Activities). If these changes affect your budget, submit a Budget Amendment form KYAE-10B also.

AERIN manual updated

The [AERIN Data Manual](#) has been updated to reflect policy changes, revisions to the test and enrollment screens and other changes. An [accompanying document](#) outlines the changes. If you keep a printed copy of the manual for reference purposes, please print the revised manual and list of revisions. If you have questions, contact Tammy Powers at (502) 573-5114, ext. 114, or Tammy.Powers@ky.gov.

ACT WorkKeys time-out issues

KYAE has heard from several providers that the WorkKeys assessment may time out while the student is taking it. When this happens, please call the ACT helpdesk at (800) 498-6485 to report the problem. You will be asked which assessment was being administered and the exact message that appeared on the screen. The helpdesk may even ask for a screen shot of the message.

To take a screen shot:

- Hold down the “ALT” key and then press the “Print Screen” key.
- Open up a blank Word document and past the screen capture in by either holding down the “Ctrl” key and pressing the “V” key, or by clicking on “Edit” on the top menu bar, and then selecting “Paste.”
- Save the document.
- Attach the document to an e-mail and send it to the address provided by the helpdesk.

The helpdesk will issue a case number. Please e-mail the case number to Dave.Henderson@ky.gov so that he can track the issues and work with ACT to get this fixed quickly.

New KYAE Profile

The [KYAE Profile](#) has been updated with 2007 student outcomes. The Profile is available on the [KYAE Web site](#) – click on About Us.

GED test booklets

The new GED answer sheet scanning process requires examinees to use a black ballpoint pen for marking answer sheets and writing the GED essay. Please acquaint students with this process by requiring the use of a black ballpoint pen when taking the OPT. Students should be instructed to use BIC Wite-Out erase tape to change an answer and for removing marks on the test booklet.

Removing marks from the test booklet is important because marking on the test booklet renders the booklet unusable. Booklets retired from use reduce the test center supply and impacts the number of examinees who can be tested. The student may also use a clear overlay to mark on instead of the booklet.

Accommodation requests

As soon as you suspect a student has a disability, you should begin using adaptations and strategies to help the student achieve academically. You may follow the vendor guidelines on assessments to provide allowable accommodations.

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Also, begin gathering the documentation necessary for GED accommodations as soon as you suspect the student has a disability. The OPT should be administered with and without accommodations as supporting documentation on the accommodation request. Forward GED accommodation requests to KYAE after the student has met the eligibility requirement of passing the OPT. Only GEDTS™ approved accommodations listed on the accommodation forms may be requested and each accommodation has to have documentation from a professional.

The review process for accommodations is time consuming and should be done only when the student has met the GED eligibility requirements. Accommodations are not provided to help a student pass the GED. Accommodations with documentation are provided to level the playing field so students can demonstrate their knowledge when a disability is a barrier.

If you have questions, please contact Dr. B.J. Helton at (502) 573-5114, ext. 102 or BJ.Helton@ky.gov.

AMA and health literacy

The American Medical Association (AMA) is offering continuing medical education units (CMEs) for doctors and nurses who study Assuring Quality Care for People with Limited Health Literacy. CMEs are required for medical professionals to continue to retain their licenses. The AMA is the first national medical organization to adopt policy recognizing that limited patient literacy affects medical diagnosis and treatment. The AMA Foundation helps raise awareness of health literacy through its toolkits, provider safety tip cards and Ask Me Three questions campaign. The new online course will help professionals understand how limited health literacy affects the quality of health care and improve care for populations vulnerable to the effects of limited health literacy.

Correctional association returns

The Kentucky Correctional Education Association Chapter (KY-CEA) is back. This organization is for all who have an interest in corrections education. If you would like more information, contact Olivia Dodge at OliviaA.Dodge@ky.gov or Roy M. Tapp at roym.tapp@kctcs.edu or visit the national [CEA Web page](#).

Valuable links

The National Reporting System (NRS) has a series of “NRS Fast Fact” publications featuring national adult education data. [Click here](#) for the latest data on ESL participants, characteristics of the least literate population and demographics.

The National Institute for Literacy’s Web site features resources on developing a student’s [reading profile](#), including a mini-course in teaching reading.

The Community Partnerships for Adult Learning (C-PAL) has posted an online course, “[Basics of Adult Literacy Education](#),” designed for adult educators as an overview or review of adult education issues and concepts. The Web site is sponsored by the Office of Vocational and Adult Education, U.S. Department of Education.

ProLiteracy Worldwide, the American Library Association and the National Center for Family Literacy, supported by the Verizon Foundation, have launched a new [Thinkfinity Literacy Network](#) Web site. It features free online courses, research-based assessment tools for literacy programs, and lesson plans, interactive guides and activities.